

19 January 1960

PROPOSED PROCEDURE FOR SOLICITING PROPOSALS

1. Prior to soliciting proposals from commercial companies or other organizations for the purchase of equipment or other contractual actions, the intent to call for such proposals will be submitted to the Technical Development Board for approval.
2. Following the approval by the Board of the need for a proposal, commercial firms or other organizations will be solicited in one of the following ways:
  - a. A request will be forwarded to the Office of Logistics stating PIC requirements together with a suggested list of firms to be contacted for proposals.
  - b. Designated PIC officials will directly request proposals from commercial firms or other organizations.
3. When situations arise in which there is insufficient time to obtain Board approval, the Chairman, Vice Chairman, and Executive Agent may directly request proposals from commercial firms or other organizations without prior concurrence of the Board. In such cases, an announcement will be made at the next Board meeting of the action taken.
4. Unsolicited proposals will be reviewed by the cognizant PIC components and will be presented to the Technical Development Board for final review.

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